

# 2019 USACE Agreement Guidance

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## Contents

Overview.....	1
Step 1: Copy 2018 agreement to 2019.....	2
Copy Agreement.....	2
Step 2: Update 2019 Funding Request.....	4
Update Site Funding Request Details .....	4
Reconcile Site Funding and Total Funding requests.....	6
Enter Account Funding details.....	6
Step 3: “Sign and Ship” the 2019 Funding Request.....	8
Wrap-up step: Enter final FY19 account numbers .....	10
National Status Map of USACE-funded Sites.....	11
Plan for Next Year .....	12
Appendix A: USACE Collection Codes.....	13
Appendix B: Reviewing and Editing USACE Contacts .....	14
Appendix C: Site-Specific Funding Details - field explanations .....	19
Appendix D: FAQ – Frequently Asked Questions .....	22
1. How will USACE be notified when my funding request is completed? .....	22
2. What if I have more than one USACE Technical Contact? .....	22
3. What if I need to make changes to the Agreement after it has been submitted to USACE? .....	22
4. Which collection code do I assign for Corps-operated sites where USGS is not maintaining data?.....	23
5. How should I enter \$0 sites? .....	23
Appendix E: USACE Agreement Checklist.....	24

# Overview

SiFTA (<http://sifta.water.usgs.gov>) will be used to compile funding requests from each USGS Water Science Center for the 2019 US Army Corps of Engineers (USACE or Corps) national streamgaging agreement.

Some of the benefits of using SiFTA include:

- *Proper and timely distribution of funds to Water Science Centers*
- *Improved data and reporting accuracy and transparency*
- *Validation of NWIS site numbers and consistent accommodation of “NEW” gages*
- *Electronic funding request transfer between USACE and USGS systems*

Using the guidance in this document, you will:

**Step 1:** Copy 2018 agreement to 2019





**Step 2:** Update 2019 funding request

**Step 3:** “Sign and ship” the 2019 funding request

**Wrap-up step:** Update account numbers

## SiFTA terminology

In SiFTA, the USACE is considered a **customer** and the funding request details are stored in an **agreement**.

My Center Home	Customer Portal	Agreement Overview	Agreement Portal
			
Default starting page Complete list of customers (defaults to active customers only) Customer name links to <b>Customer Portal</b>	Edit customer details, including: <ul style="list-style-type: none"><li>• Create new agreements</li><li>• Edit Contacts</li></ul> Agreement name links to <b>Agreement Overview</b> Pencil (✎) links to <b>Agreement Portal</b>	View summary of agreement. Pencil (✎) links to specific editing menus within the <b>Agreement Portal</b>	Edit agreement details, including: <ul style="list-style-type: none"><li>• Site Funding</li><li>• Assign Contacts</li><li>• Accounts</li></ul>

## Questions?

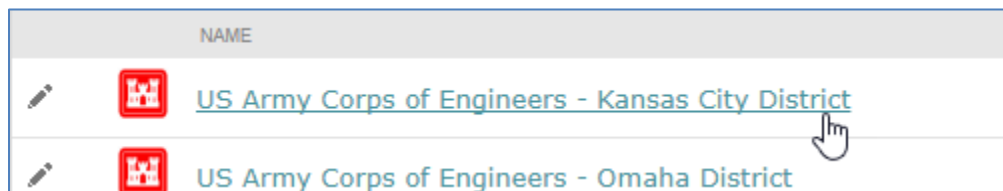
For help at any point during the process, please contact [siftahelp@usgs.gov](mailto:siftahelp@usgs.gov).



## Step 1: Copy 2018 agreement to 2019

SiFTA should open to the **My Center Home** page, with a list of customers for your center. If you do not see My Center Home for your Water Science Center, please contact [siftahelp@usgs.gov](mailto:siftahelp@usgs.gov) to set up your account.

### Copy Agreement

1. Starting at **My Center Home**, click on the USACE District name to open their **Customer Portal** page.




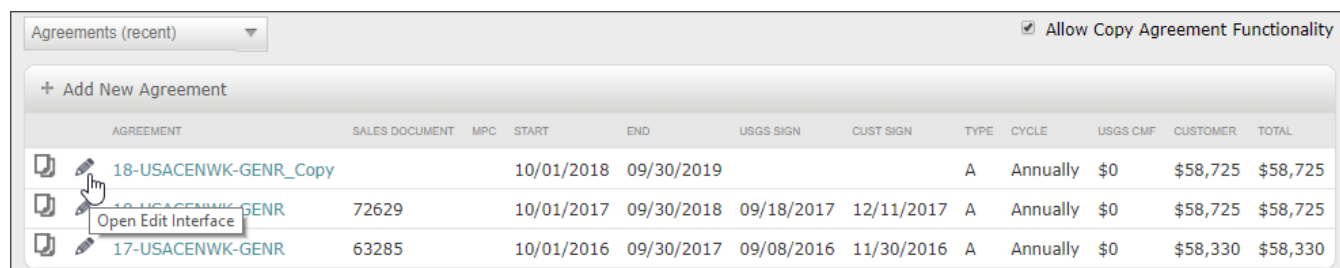
2. From the Customer Portal page, check **Allow Copy Agreement Functionality** on the top right. Copy icons () will appear to the left of each agreement. Click the copy icon () to the left of the 2018 USACE agreement name.




3. Click "OK" in the confirmation pop up message.

The copied agreement will now be in the agreement list with **\_Copy** appended to the agreement name.

4. Click the large pencil icon () to open the edit interface (the **Agreement Portal**).



5. In the Agreement Portal, click the pencil icon () to edit the copied agreement.
  - Update the Agreement Number and Customer Funding fields.
  - Leave the remaining default values. Most importantly, **leave the USGS Signed field blank**. You will enter the USGS Signed date as the final completion step.

**+ Add New Agreement Mod**

MOD PURCHASE ORDER NUMBER MPC START

18-USACENWK-GENR\_Copy

Agreement Number: 18-USACENWK-GENR\_C

Match Pair Code:

Sales Order Number:

Start Date: 10/1/2018

End Date: 9/30/2019

USGS Signed:

Customer Signed:

Type: Actual

Cycle: Annually

USGS CMF Funding: \$0.00

Customer Funding: \$58,725.00

Other Funding: \$0.00

Other Funding Reason:

Update Cancel

Change 18 to 19 and remove '\_Copy'

Do not enter a USGS Signed date at this point

Update to FY18 funding request total

**Agreement Number:** Update the Agreement Number to the correct year.

**Start Date and End Date:** Automatically incremented from the copied agreement.

**USGS Signed and Customer Signed:** It is important to leave these fields blank at this point. You will enter the USGS Signed date as the final completion step. Entering the USGS Signed date triggers the process which forwards your data to the USACE.

**Customer Funding:** Update customer funding. This is the total USACE funding request for your center.

**Other Funding Reason:** Optional remarks field.

Do not enter information or change defaults in any of the remaining fields.

6. Click the **Update** button to save the edited agreement information. If you navigate away from the form without updating, any data you entered will **not** be saved.
7. USACE Contact information is carried over from the previous agreement. Open the “Contacts” tab to review the contact details, particularly their name and email address, to ensure that it is all still correct. If you need to update any information, see [Appendix B: Reviewing and Editing USACE Contacts](#).

## Step 2: Update 2019 Funding Request



The USACE agreement/funding request uses a limited subset of the collection codes in SiFTA. These collection codes are listed in [Appendix A: USACE Collection Codes](#). Please refer to it when adding or updating collection codes for your sites.

### Update Site Funding Request Details


1. Starting at My Center Home, click on the USACE District name to go to the Customer Portal page. Click on the 2019 Agreement name to open the **Agreement Overview**.

Agreements (recent)

+ Add New Agreement

AGREEMENT	SALES DOCUMENT	MPC	START	END	USGS SIGN
 <a href="#">19-USACENWK-GENR</a>			10/01/2018	09/30/2019	
 <a href="#">18-USACENWK-GENR</a>	72629		10/01/2017	09/30/2018	09/18/2017

2. Scroll down to the Site Funding table. Review the site list to see if any changes (other than funding totals) are needed.
3. When you are ready to edit the site funding details, use the breadcrumbs at the top of the page to go to the **Agreement Portal**. Once there, open the Site Funding tab.

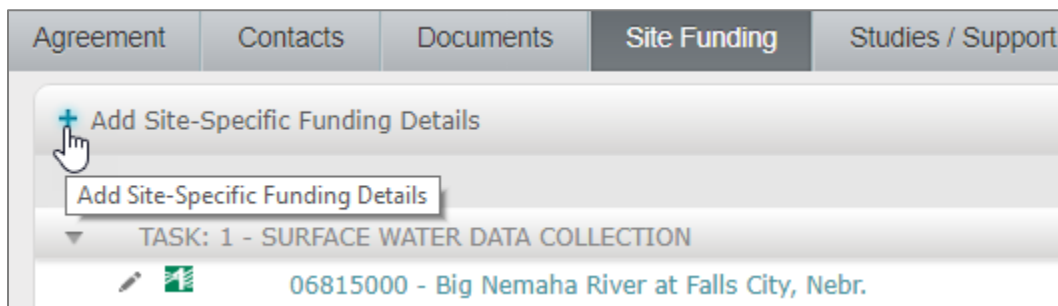


**Agreement: 19-USACENWK-GENR**  
Customer: NWK-GENR - US Army Corps of Engineers - Kansas City District  
FBMS Customer Number: 2000000577  
[Customer Website](#)  
[Center Home](#) >> [Customer Portal](#) >> [Agreement Portal](#) >> Agreement Overview

4. Add, edit, or remove sites as needed.

### ADD SITES

Click **+ Add Site-Specific Funding Details** at the top left of the Site Funding table.





Agreement Contacts Documents **Site Funding** Studies / Support

+ Add Site-Specific Funding Details

Add Site-Specific Funding Details

TASK: 1 - SURFACE WATER DATA COLLECTION

  06815000 - Big Nemaha River at Falls City, Nebr.

- a) Enter the site and data collection information. A full description of the form fields is in [Appendix C: Site-Specific Funding Details - field explanations](#).
- b) For sites with multiple data collection types (surface water, water quality, etc.), add a separate Site-Specific Funding Detail record for each unique data collection activity.
- c) Site names are automatically populated when a valid NWIS site number is added. If you see a site in the funding details list with an ID but not a name, the site number was not recognized. A site number may not be recognized if the site is new, not in the SiFTA NWIS site list yet, or if it is a USACE-operated site.

For new sites not yet in NWIS:

- enter a site ID in the format NEW-001, NEW-002, etc. for each new site
- enter a brief station description in the remarks field.

If the same site has more than one monitoring activity or collection code, enter the same site ID (ie, NEW-001) for each funded activity.

- d) Click 'Insert' when finished. If you navigate away from the form without clicking Insert, any data you entered will not be saved.

## EDIT SITES

Click on the pencil icon (✎) to the left of a record.

+ Add Site-Specific Funding Details	
MOD	SITE
▼ TASK: 1 - SURFACE WATER DATA COLLECTION	
	06815000 - Big Nemaha River at Falls City, Nebr.
	06828500 - Republican River at Stratton, Nebr.
	06834000 - Frenchman Creek at Palisade, Nebr.

Edit as needed, then click the Insert button. If you navigate away from the form without clicking Insert, any data you entered will not be saved.

A full description of the form fields is in [Appendix C: Site-Specific Funding Details - field explanations](#).



## REMOVE SITES

Click the red x icon (✖) on far the right of the site row. A pop-up window will verify that you want to remove the site. Click OK to remove the site.


## Reconcile Site Funding and Total Funding requests

Verify that the sum of the itemized funding details you have entered is equal to the total USACE funding request.

1. Starting at My Center Home, click on the USACE District name to go to the Customer Portal page for that District. Click on the 2019 Agreement name to open the **Agreement Overview**.

Agreements (recent) ▼					
+ Add New Agreement					
AGREEMENT	SALES DOCUMENT	MPC	START	END	USGS SIGN
 <a href="#">19-USACENWK-GENR</a>			10/01/2018	09/30/2019	
 <a href="#">18-USACENWK-GENR</a>	72629		10/01/2017	09/30/2018	09/18/2017

2. Review the **Agreement Information** section of the Agreement Overview. Verify the total of sites and studies/support funding matches the USACE funding request. When correct, the difference will be \$0.



## Agreement Information

PON : 19-USACENWK-GENR

MPC :


SO :

Start Date : 10/1/2018

End Date : 9/30/2019

USGS Signed :

Customer Signed :




Last Log :



	USGS CMF	Customer	Other
Funded Sites	\$0	\$60,000	\$0
Studies/Support	\$0	\$0	\$0
<b>Planned Total</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>
<b>Funding Total</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>
<b>Difference</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

If the difference is not \$0, return to the Site Funding tab in the Agreement Portal to edit the Site-Specific Funding Details. Continue until the funding request totals are reconciled and the difference is \$0.

## Enter Account Funding details

Review the FY18 accounts and update the funding totals. You will return to this later (usually several months later) when the FY19 accounts have been created to update the FY19 accounts.

1. Starting at My Center Home, click on the USACE District name to go to the Customer Portal page for that District. Click the large pencil icon () to open the edit interface (**Agreement Portal**).

Agreements (recent) ▼					
+ Add New Agreement					
AGREEMENT	SALES DOCUMENT	MPC	START	END	USGS SIGN
 <a href="#">19-USACENWK-GENR</a>			10/01/2018	09/30/2019	
 <a href="#">18-USACENWK-GENR</a>	72629		10/01/2017	09/30/2018	09/18/2017

- From the Agreement Portal, go to the Account Funding tab.

The FY18 accounts will have carried over when the agreement was copied. Verify that these accounts are correct and will be in use for FY19.

- Click the pencil (✎) to edit the account details.

Agreement	Contacts	Documents	Site Funding	Studies / Support	Agreement Log	Account Funding	Agreement Overview			
<div><div><div></div><div>Q</div></div><div>Show All</div><div>View Report</div></div>										
CUSTOMER	NUMBER	AGREEMENT	MP	SALES ORDER	START	END	USGS SIGN	CUST. SIGN	FUND TYPE	CYCLE
NAME: US ARMY CORPS OF ENGINEERS - KANSAS CITY DISTRICT										
▼	NWK-GENR	2000000577	19-USACENWK-GENR		10/1/2018	9/30/2019			A	Annually
+ Add New Account										
	FISCAL YEAR	MOD	ACCOUNT	USGS	COOPERATOR	STATUS	REMARKS	LAST EDITED	EDITED BY	
	2019		GP18NR00001CE00	\$0.00	\$58,725.00	LOW		7/19/2018	rjneafie	
<div>Edit</div>										

- Adjust the funding across the accounts so that the total accounted funds match the FY19 total funding request.

Fiscal Year	2019
Mod:	Agreement ▼
Account:	GP18NR00001CE00 ▼
USGS:	JFA Customer Only
Cooperator:	\$60,000.00
Status:	LOW ▼
Remarks:	
	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

**Account Number:** Leave the FY18 account number for now. You will not be able to update this to the FY19 accounts until those accounts have been created.



**Cooperator:** Update the cooperator funding. If you use multiple accounts, ensure the total accounted funding matches the total funding request.

**Remarks:** Optional remarks field.

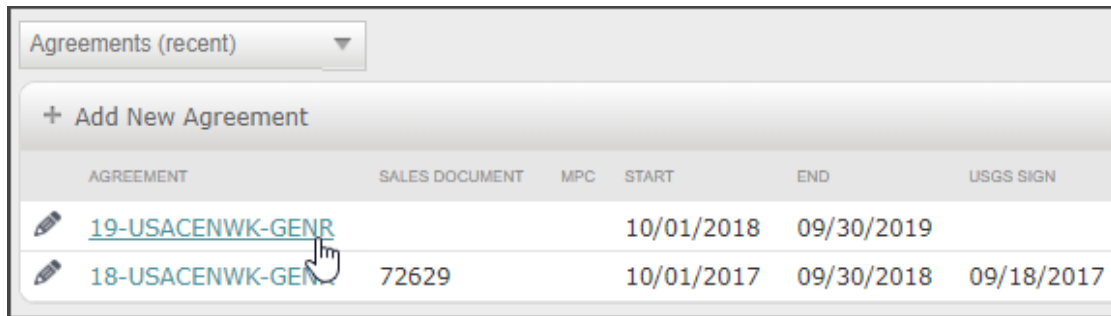
Do not enter information or change defaults in any of the remaining fields.



Click 'Update' to save and exit.

### Step 3: "Sign and Ship" the 2019 Funding Request

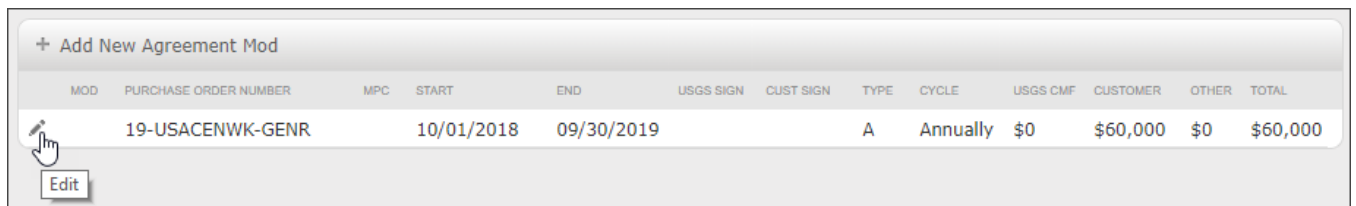
When you are satisfied that all FY18 information has been entered correctly, return to the Agreement Portal and enter the USGS Signed date.


1. Starting at My Center Home, click on the USACE District name to go to the Customer Portal page for that District. Click the large pencil icon (✎) to open the edit interface (**Agreement Portal**).



Agreements (recent)					
+ Add New Agreement					
AGREEMENT	SALES DOCUMENT	MPC	START	END	USGS SIGN
 <a href="#">19-USACENWK-GENR</a>			10/01/2018	09/30/2019	
 <a href="#">18-USACENWK-GENR</a>	72629		10/01/2017	09/30/2018	09/18/2017

2. Click the pencil icon (✎) by the agreement to edit the agreement details.



+ Add New Agreement Mod												
MOD	PURCHASE ORDER NUMBER	MPC	START	END	USGS SIGN	CUST SIGN	TYPE	CYCLE	USGS CMF	CUSTOMER	OTHER	TOTAL
	19-USACENWK-GENR		10/01/2018	09/30/2019			A	Annually	\$0	\$60,000	\$0	\$60,000

Edit

3. Enter the USGS Signed date and update.

+ Add New Agreement Mod

MOD	PURCHASE ORDER NUMBER	MPC	START
	19-USACENWK-GENR		10/01/2018

Agreement Number:

19-USACENWK-GENR

?

Match Pair Code:

?

Sales Order Number:

?

Start Date:

10/1/2018

End Date:

9/30/2019

USGS Signed:

Customer Signed:

Type:

Actual

Cycle:

Annually

USGS CMF Funding:

\$0.00

?

Customer Funding:

\$60,000.00

?

Other Funding:

\$0.00

Other Funding Reason:

Update

Cancel

The agreement will be checked for completeness (see [Appendix E: USACE Agreement Checklist](#)). If all of the required elements are complete and correct, the funding request will be transmitted to the USACE GAGES system. If there are any discrepancies, the SiFTA team will work with you to resolve those identified issues.

When the funding request is transmitted, you and the USACE District contact will receive a confirmation email:

From: Cooperative Streamgage Program (USGS)  
 Subject: FY2017 USACE / USGS Cooperative Streamgage Program submission 17-USACEMVP-GENK

Do not reply to this automated message. Use the funding request contacts (listed below) for questions.

This message is being sent to notify the USACE that the USGS has submitted a new or updated funding request (17-USACEMVP-GENK) for inclusion in the FY2017 USACE / USGS Cooperative Streamgage Program.

Funding request contacts  
 USACE Contact: Farley R Haase (Farley.R.Haase@usace.army.mil (651) 290-5633)  
 USGS Contact: Robert J Waschbusch (rjwaschb@usgs.gov (608) 821-3868)

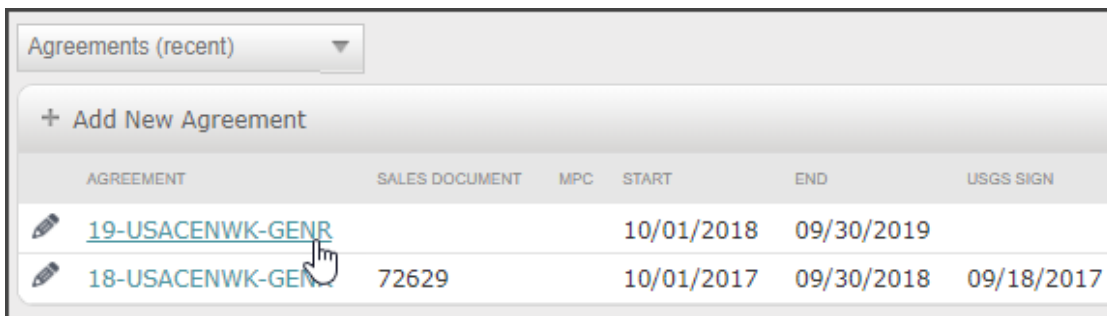
USACE personnel may review this information in the USACE GAGE system. For questions regarding the USACE GAGE system, please contact Gerhard Krueger (Gerhard.Krueger@usace.army.mil (530) 302-3709).



This email marks your completion of the 2019 USACE funding request. If you don't see it within a few days after signing the agreement, please contact [siftahelp@usgs.gov](mailto:siftahelp@usgs.gov).

### Wrap-up step: Enter final FY19 account numbers

At any time after the final FY19 accounts are created (but before the initial MIPR), re-open the FY19 agreement and update the accounts.

1. Starting at My Center Home, click on the USACE District name to go to the Customer Portal page for that District. Click the large pencil icon (✎) to open the edit interface (**Agreement Portal**).



AGREEMENT	SALES DOCUMENT	MPC	START	END	USGS SIGN
 <a href="#">19-USACENWK-GENR</a>			10/01/2018	09/30/2019	
 <a href="#">18-USACENWK-GENR</a>	72629		10/01/2017	09/30/2018	09/18/2017

2. From the Agreement Portal, go to the Account Funding tab.
3. Click the pencil (✎) to edit the account details.

Agreement

Contacts

Documents

Site Funding

Studies / Support

Agreement Log

Account Funding

Agreement Overview

Search

Show All

View Report

CUSTOMER

NUMBER

AGREEMENT

MP

SALES ORDER

START

END

USGS SIGN

CUST. SIGN

FUND TYPE

CYCLE

NAME: US ARMY CORPS OF ENGINEERS - KANSAS CITY DISTRICT

NWK-GENR

2000000577

19-USACENWK-GENR

10/1/2018

9/30/2019

A

Annually

+ Add New Account

FISCAL YEAR

MOD

ACCOUNT

USGS

COOPERATOR

STATUS

REMARKS

LAST EDITED

EDITED BY

2019

GP18NR00001CE00

\$0.00

\$58,725.00

LOW

7/19/2018

rjneafie

Edit

4. Enter the FY19 accounts.

Fiscal Year	2019
Mod:	Agreement ▼
Account:	GP18NR00001CE00 ▼
USGS:	JFA Customer Only
Cooperator:	\$60,000.00
Status:	LOW ▼
Remarks:	<div></div>
<div> <input type="button" value="Update"/> <input type="button" value="Cancel"/> </div>	

**Account Number:** Enter the FY19 account.

**Status:** Change the status to High.

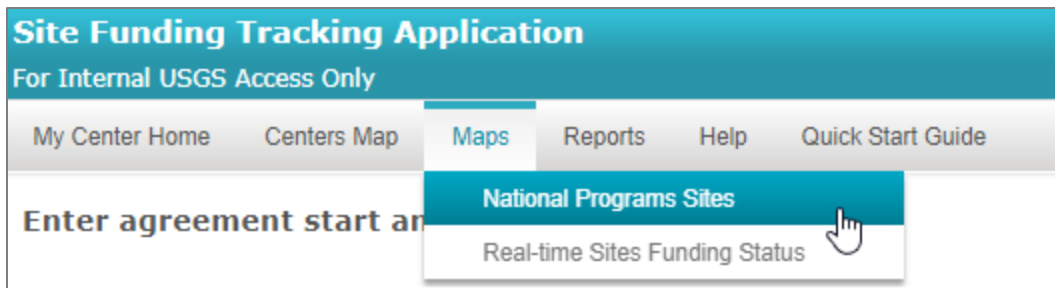
Click '**Update**' to save and exit.

You do not have to re-sign the agreement. This is for the benefit of USGS and does not need to be transmitted to USACE.

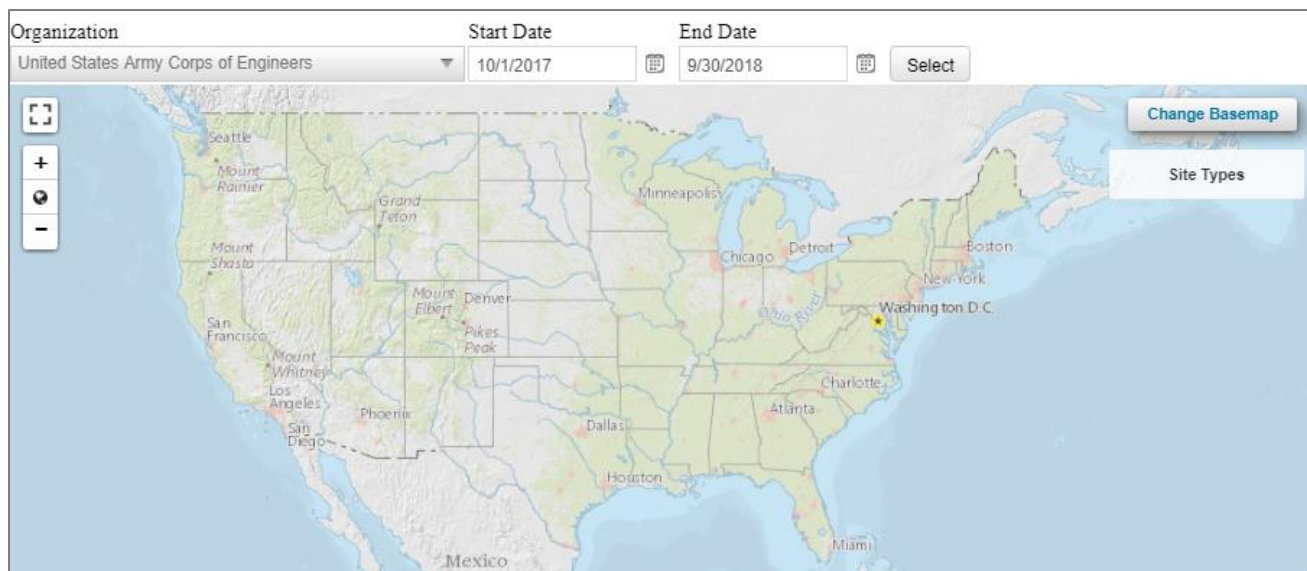
## National Status Map of USACE-funded Sites

You may check your status against the rest of the nation by viewing the National Program Sites map for the US Army Corps of Engineers.

From the SiFTA menu bar, open the Maps pull down menu and select National Program Sites.



Select **United States Army Corps of Engineers** from the **Organization** pull-down menu, enter the FY 19 **Start Date** (10/1/2018) and **End Date** (9/30/2019), and click **Select**.



## Plan for Next Year

You should not make any changes to the FY19 Agreement after it has been submitted (with rare exceptions - see [Appendix D: What if I need to make changes to the Agreement?](#)).

If you would like to plan for next year, use the same steps outlined in this document to copy the completed FY19 Agreement to FY20. You can update the FY20 planning agreement however you'd like, as often as you'd like.

There are a few things to keep in mind:

- If there are any mid-year changes to the current (FY19) agreement (rare but possible), you will need to ensure those changes are copied to the planning agreement as well.
- **DO NOT SIGN** the FY20 Agreement.  
You will receive an email each year when the USACE is ready to receive funding requests. Only sign and submit the agreement after that announcement has been sent.
- An updated guidance document will be released each year. Review it to make sure there haven't been any system updates that could affect your data submission.

## Appendix A: USACE Collection Codes

Table 1. Collection codes to describe site activities for the USGS-US Army Corps of Engineers national streamgaging agreement.

Activity Type	Category	Collection Code	Name	Description and Remarks
Continuous Record	Surface Water	<b>QCONT</b>	Discharge, Continuous	Full range discharge, includes seasonal full-range
	Surface Water	<b>QCONT-LOW</b>	Discharge, Continuous, Low-flow only	Partial record discharge, low-end
	Surface Water	<b>QCONT-HIGH</b>	Discharge, Continuous, High-flow only	Partial record discharge, high-end
	Surface Water	<b>QCONT-FURN</b>	Discharge, Continuous, Furnished	Furnished, continuous discharge record
	Surface Water	<b>STGCONT</b>	Stage, Continuous	Continuous stage
	Surface Water	<b>STORCONT</b>	Storage, Continuous	Lake / reservoir storage
	Surface Water	<b>ELEVCONT</b>	Elevation, Continuous	Lake / reservoir elevation
	Water Quality	<b>WQCONT</b>	Water Quality, Continuous	Continuous water quality monitor. List the number of parameters and basic details in the Remarks field in SiFTA (see page 21).
	Groundwater	<b>GWCONT</b>	Groundwater Level, Continuous	Groundwater levels recorder
	Atmospheric	<b>CLIMCONT</b>	Climate, Continuous	Atmospheric stations including air temp, wind, solar, etc.; includes evapotranspiration (ET)
	Atmospheric	<b>PRECIPCONT</b>	Precipitation, Continuous	Includes minimal and full QA; stand alone and co-located
	Sedimentation	<b>SEDCONT</b>	Sedimentation, Continuous	Continuous sediment
Measurements	Surface Water	<b>STGMEAS</b>	Stage Measurement	Basic stage measurement
	Surface Water	<b>STGMEAS-CREST</b>	Stage Measurement, Crest Stage Gage	Traditional crest stage gage
	Surface Water	<b>QMEAS</b>	Discharge Measurement	Additional discharge measurements at QCONT, other single measurements such as at springs
	Surface Water	<b>QMEAS-PEAK</b>	Discharge Measurement, Peak	Peak discharge measurements
	Surface Water	<b>QMEAS-LOW</b>	Discharge Measurement, Low-Flow	Low-flow discharge measurements
	Water Quality	<b>WQMEAS</b>	Water Quality Measurement	Water quality samples; list the number of parameters and basic details in Remarks
	Groundwater	<b>GWMEAS</b>	Groundwater Level Measurement	Single, discrete groundwater level measurement
	Sedimentation	<b>SEDMEAS</b>	Sedimentation Measurement	Sediment samples; list basic details in Remarks
Infrastructure	Surface Water	<b>QCONT-INSTALL</b>	Discharge Gage Installation	Install QCONT gage
Upgrades	Surface Water	<b>SW-UPGRADE</b>	SW Upgrade Site	Upgrades to surface water site
	Surface Water	<b>SW-HARDEN</b>	SW Flood Harden Gage	Harden surface water gage
	Water Quality	<b>WQ-UPGRADE</b>	WQ Upgrade Site	Upgrades at a water quality site
	Groundwater	<b>GW-UPGRADE</b>	GW Upgrade Site	Upgrades at a groundwater site
Other Services	Miscellaneous	<b>MISC-SERVICE</b>	Miscellaneous Service	Special services related to operations of gage such as radio updates

## Appendix B: Reviewing and Editing USACE Contacts

Contact information can be added to each customer and assigned to each agreement in SiFTA.

You begin with the customer, adding as many contacts for them as you would like. The customer contacts that you enter can then be selected as either the technical or billing contact for each agreement with that customer. For the USACE agreements, however, there is only a technical contact, as billing is managed centrally.

### Adding Contacts to Customers

#### Review Customer Contacts

1. Navigate to the Customer Portal page.


From **My Center Home**

Click on the USACE District name to go to the Customer Portal page for that District.

NAME	
 <a href="#">Corps of Engineers, Kansas City District</a>	
 <a href="#">Corps of Engineers, Omaha District</a>	





From the **Agreement Overview** or **Agreement Portal** pages

Click on the Customer Portal breadcrumb at the top of the page.



**Agreement: 18-USACENWK-GENR**  
Customer: NWK-GENR - US Army Corps of Engineers - Kansas City District  
FBMS Customer Number: 2000000577  
[Customer Website](#)  
[Center Home](#) >> [Customer Portal](#) >> [Agreement Portal](#) >> [Agreement Overview](#)

2. Click on the **Contacts** tab in the Customer Portal to view all contacts listed for this customer. Use the Expand/Collapse toggle (▸) to view the addresses listed for each individual.

Agreements	Contacts	Edit Customer	Account Funding	
+ Add New Contact				
NAME	TITLE	WORK	MOBILE FAX EMAIL	REMARKS
 <a href="#">Mr. Paul R Simon</a>	Hydraulic Engineer	(816) 389-3668	<a href="mailto:paul.r.simon@usace.army.mil">paul.r.simon@usace.army.mil</a>	×
+ Add New Address				
ADDRESS TYPE	ADDRESS	CITY	STATE	ZIP CODE
 Mailing	601 East 12th Street	Kansas City	MO	64106
 <a href="#">Brian J Twombly</a>	(816) 389-3871	<a href="mailto:Brian.J.Twombly@usace.army.mil">Brian.J.Twombly@usace.army.mil</a>		×
 Expand				

## Edit Customer Contacts

1. To add a new contact, click **+ Add New Contact**.

To edit an existing contact, click the pencil icon (✎) next to their name.

Agreements <b>Contacts</b> Edit Customer   Account Funding							
+ Add New Contact							
	NAME	TITLE	WORK	MOBILE	FAX	EMAIL	REMARKS
▶ ✎	Mr. Paul R Simon	Hydraulic Engineer	(816) 389-3668			paul.r.simon@usace.army.mil	×
▶ ✎	Brian J Twombly		(816) 389-3871			Brian.J.Twombly@usace.army.mil	×

Adding and editing open the same menus.

2. Enter or edit the information for the USACE contact. **An accurate e-mail address is required** for anyone who will be assigned to an agreement.

+ Add New Contact

NAME	TITLE	WORK
<b>Name:</b> Ms. ▼ Jane		Doe
<b>Title:</b>		
<b>Work Phone:</b>	(200) 111-1111	
<b>Mobile Phone:</b>		
<b>Fax:</b>		
<b>Email:</b>	Jane.A.Doe@usace.army.mil	
<b>Remarks</b>		

3. Click **Insert** when you have finished entering or editing the USACE contact information.
4. To add a mailing address for the contact, click **+ Add New Address**. A **mailing address is required** to assign a contact to an agreement.

Contacts can have multiple addresses (ie, mailing and billing addresses).

To edit an existing address, use the expand/contract toggle (▶) to view the addresses and click the pencil icon (✎) to edit.



+ Add New Contact

NAME	TITLE
▼ <a href="#">Ms. Jane Doe</a>	

+ Add New Address

ADDRESS TYPE

No child records to display.

5. Enter/edit address information and click **Insert** when you are finished.

+ Add New Contact

NAME	TITLE
▼ <a href="#">Ms. Jane Doe</a>	

+ Add New Address

ADDRESS TYPE

Type: Mailing ▼

Address: 601 E. 12th Street

City: Kansas City

State: MO

Zip Code: 64106

Insert Cancel

No child records to display.

6. To remove a contact or address, click the red X to the far right.

+ Add New Contact					
	NAME	TITLE	WORK	EMAIL	REMARKS
▶	<a href="#">Mr. Michael Kauffman</a>	Hydraulic Engineer	(409) 766-3104	<a href="mailto:michael.g.kauffman@usace.army.mil">michael.g.kauffman@usace.army.mil</a>	
▶	<a href="#">Mr. Charles Scheffler</a>		(409) 766-3113	<a href="mailto:Charles.Scheffler@usace.army.mil">Charles.Scheffler@usace.army.mil</a>	

**Note:** Do not remove a contact who had been the Technical contact for a previous agreement. You can use the title (this field will display on the Agreement Overview) and remarks fields to indicate that they are no longer an active contact.

## Assigning Contacts to Agreements

### Review Agreement Contacts



1. Navigate to the Agreement Overview page.

From **My Center Home**


Click on the USACE District name to go to the Customer Portal page for that District.

NAME	
  <a href="#">Corps of Engineers, Kansas City District</a>	
  <a href="#">Corps of Engineers, Omaha District</a>	

Click on the Agreement name to open the Agreement Overview.

Agreements (recent) ▼					
+ Add New Agreement					
AGREEMENT	SALES DOCUMENT	MPC	START	END	USGS SIGN
 <a href="#">19-USACENWK-GENR</a>			10/01/2018	09/30/2019	
 <a href="#">18-USACENWK-GENR</a>	72629		10/01/2017	09/30/2018	09/18/2017

2. Scroll down to the **Contacts** section of the **Agreement Overview** to view the contacts you assigned.

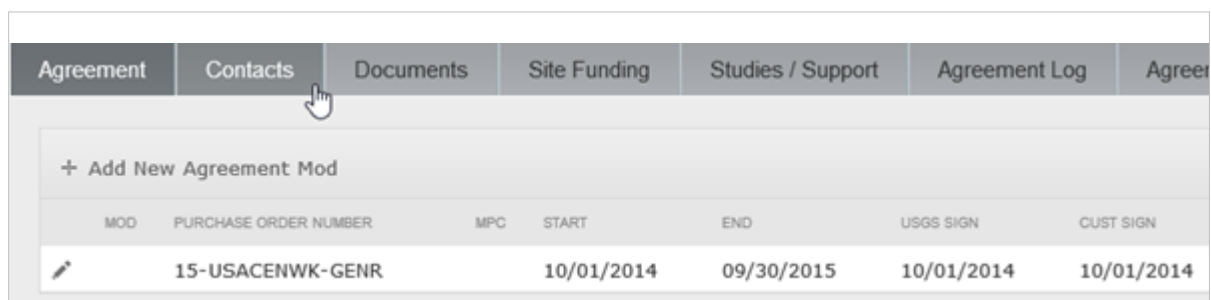
 **Contacts**

<b>CUSTOMER BILLING CONTACT</b> <b>Ms. Jane Doe</b> () W: (200) 111-1111 M: Fax: E: Jane.A.Doe@usace.army.mil 601 E 12th Street , Kansas City, MO 64016	<b>CUSTOMER TECHNICAL CONTACT</b> <b>Ms. Jane Doe</b> () W: (200) 111-1111 M: Fax: E: Jane.A.Doe@usace.army.mil 601 E 12th Street , Kansas City, MO 64016
<b>USGS BILLING CONTACT</b> <b>Victoria P Lewis</b> (Administrative Officer) W: (785) 832-3510 M: Fax: (785) 832-3500 E: vmerrill@usgs.gov 4821 Quail Crest Place , Lawrence, KS 66049	<b>USGS TECHNICAL CONTACT</b> <b>Brian L Loving</b> (Supervisory Hydrologist) W: (785) 832-3516 M: Fax: (785) 832-3500 E: bloving@usgs.gov 4821 Quail Crest Place , Lawrence, KS 66049

[Back to Top](#)

## Edit Agreement Contacts

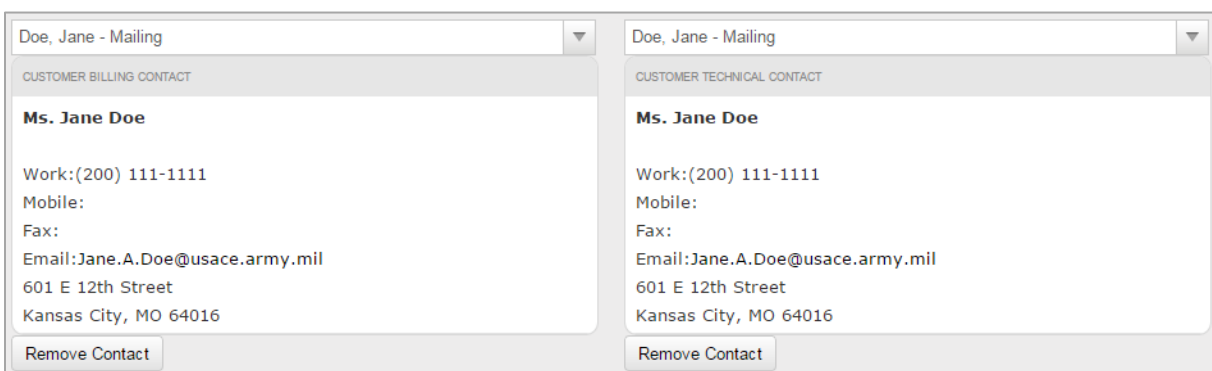
1. To assign or change assignments, use the breadcrumbs at the top of the page to go to the Agreement Portal, then open the Contacts tab.



2. Click the drop-down arrow for the **Customer Billing Contact** and **Customer Technical Contact** field, and select the new contact from the list of names. The change is saved automatically.

There is no separate billing contact for the USACE agreement. Instead, enter the same contact for both.

If you have multiple technical contacts with your USACE District (for example, a surface water and a water quality specialist), you may enter one of them as billing contact associate both contacts with the agreement. Use 'title' field to clarify, as this will appear on the Agreement Overview. You will also need to manually forward the confirmation email to the listed billing contact.



3. Do not use the "Remove Contact" button to remove a contact. There should always be a Customer Billing and Technical Contact assigned to each USACE agreement.

## Appendix C: Site-Specific Funding Details - field explanations

The screenshot shows a web form titled '+ Add Site-Specific Funding Details'. It has a header with 'MOD' and 'SITE' tabs. The form contains the following fields and controls:

- Mod:** A dropdown menu with 'Original Agreement' selected.
- Site Number:** A text input field.
- Collection Code Category:** A dropdown menu with 'Atmospheric' selected.
- Collection Code:** A dropdown menu.
- Units:** A text input field with a help icon (?) to its right.
- Difficulty Factor:** A text input field with a help icon (?) to its right.
- Difficulty Factor Reason:** A text input field with a help icon (?) to its right.
- USGS CWP Funds:** A text input field containing '\$0.00' with a help icon (?) to its right.
- Customer Funds:** A text input field containing '\$0.00' with a help icon (?) to its right.
- Other Funds:** A text input field containing '\$0.00'.
- Remarks:** A text input field.
- Buttons:** 'Insert' and 'Cancel' buttons at the bottom right.

### Mod

---

Mod: Original Agreement ▼

The default Mod entry is **Original Agreement**. Leave this as-is. Mods are not used with the USACE agreement.

### Site Number

---

Site Number:

Enter a valid USGS Site Number.

After clicking the **Insert** button, the site name will be automatically populated if the site is a valid USGS site number in NWIS. If a site name is not shown for an established site, please verify that the site ID was entered correctly.

If you do not have a valid USGS NWIS site number:

- For sites operated by USACE, enter a valid gage ID you have agreed upon with the Corps.
- For new sites not yet in NWIS, you will enter a site ID in the format NEW-001, NEW-002, etc. for each new site funding detail. If the same site has more than one monitoring activity or collection code, enter the same site ID (ie, NEW-001) for each funded activity.

- If the site does not fit either of those categories, contact [siftahelp@usgs.gov](mailto:siftahelp@usgs.gov) for guidance.

## Collection Code

---

Collection Code Category:

Collection Code:

If there is a value, verify this value is correct. If not, select the appropriate one.

Collection codes describe monitoring activities at a site. For example, QCONT is the code for Continuous Discharge. Please refer to the list of collection codes [Appendix A](#) to report USACE-USGS streamgaging agreement activities.

More codes than the ones outlined in Appendix A are available in the Collection Code pull-down menu, but you will only use the codes in Appendix A. If you need a code that is not listed in Appendix A, please contact [siftahelp@usgs.gov](mailto:siftahelp@usgs.gov) to request a new USACE collection code.

Some sites have multiple activities funded by USACE. For these sites, add a new Site-Specific Funding Detail record for each unique activity with a corresponding collection code. For example, if both discharge and precipitation are being measured at a site, enter a Site-Specific Funding detail for the site with a collection code of QCONT for continuous streamflow and a new record for the same site with a collection code of PRECIPCONT for precipitation. The purpose of this is to accurately report costs of each collection activity.

## Units

---

Units:

Units are the percent of the total cost of this item funded by the customer or program. For example, if USACE is funding 50% of the streamflow data collection, enter .5. This is important to enter. Because gage costs vary, entry of this field allows the USACE program manager to accurately report fully funded streamflow sites vs partially funded streamflow sites.

**Note:** For sites with multiple funding partners, the units should total to 1.0.

## Difficulty Factor

---

Difficulty Factor:

Difficulty Factor Reason:

**Difficulty Factor** is the percent effort required to perform the task entered as a decimal value between 0.1 and 10. For example, if 50% additional effort is required to collect streamflow data at a station in a remote location, enter 1.5.

If the Difficulty Factor is anything other than 1, you may optionally provide an explanation in the Reason field. Consistent entry in this field will allow you to find all USACE sites that have the same difficulty factor reason.

#### Funding Totals - USGS CWP Funds, Customer Funds, and Other Funds

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USGS CWP Funds:	<input type="text" value="\$0.00"/>
Customer Funds:	<input type="text" value="\$0.00"/>
Other Funds:	<input type="text" value="\$0.00"/>

In the **Customer Funds** field, enter the cost of the site in whole dollar amounts.

**USGS CWP Funds** cannot be entered for this type of agreement. Leave the **Other Funds** default value, \$0.00, as-is.

#### Remarks

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Remarks:

Enter remarks about the site in the **Remarks** field. For example, you could enter the number and names of parameters being measured at a water quality monitoring site.

**If you are entering a NEW-### station, enter a brief station description in the remarks field.**

## Appendix D: FAQ – Frequently Asked Questions

### 1. How will USACE be notified when my funding request is completed?

Each agreement includes a **USGS Signed Date** field that will be used by USGS Data Chiefs or their designees to indicate that the agreement funding details are ready to be automatically transmitted from SiFTA to the USACE GAGES computer system. Initially, you will leave these Signed Date fields **blank** when you create or copy a new agreement.

When you have completed the FY19 Agreement, you will enter the USGS Signed Date. The signed agreement will be reviewed by the SiFTA team. If edits are required, the SiFTA team will contact you and help you resolve the identified issues. If no edits are required, the information will be transmitted via XML to the USACE GAGES system. You and the USACE District contact will receive email confirmation within 48 hours after the information has been transmitted.

### 2. What if I have more than one USACE Technical Contact?

Some Centers have multiple technical contacts within each USACE District. For example, the Oregon WSC has separate contacts with the USACE Portland District for their surface water and water quality data collection activities.

In this case, you may enter both individuals as contacts for the SiFTA customer (the USACE District). However, you will have to designate one as the Technical Contact and one as the Billing Contact.

The email confirmation will go ONLY to you and the listed Technical Contact. You will need to forward the email confirmation to the Billing contact.

### 3. What if I need to make changes to the Agreement after it has been submitted to USACE?

Generally, you shouldn't make any changes to the FY19 agreement after signing it. However, it is occasionally necessary— for example, the USACE occasionally initiates a change in funding levels.

#### **Exception:**

If you entered a NEW-### site at the beginning of the year, update the USACE agreement when the site has been established and has a valid site ID. You do not need to alert your USACE contact or Mark Landers of this change; simply re-sign the agreement and (ideally) send a note to [siftahelp@usgs.gov](mailto:siftahelp@usgs.gov).

If you must edit the data after submitting it:

- Before you begin:
  - Be sure your USACE contact is aware of and approves the changes.
  - Alert [Mark Landers \(landers@usgs.gov\)](mailto:Mark.Landers@usgs.gov) to the upcoming changes.
  - Alert [siftahelp@usgs.gov](mailto:siftahelp@usgs.gov) to the upcoming changes.
- As you make your edits, use the remark field to document what is changing (and why).
- **RE-SIGN WHEN DONE.** This will trigger the same set of automated processes which will validate the new agreement and transmit it to the USACE GAGES system.

You will receive an email confirmation when the new data is transmitted. The new data will overwrite your previous FY19 agreement.

#### 4. Which collection code do I assign for Corps-operated sites where USGS is not maintaining data?

There is a rare case in which USGS assists with Corps-operated streamgages but does not maintain the data from these sites (for example: [http://waterdata.usgs.gov/nwis/inventory/?site\\_no=01205560](http://waterdata.usgs.gov/nwis/inventory/?site_no=01205560)).

An example of this occurs in New England for some sites where USGS maintains the tailwater (outflow) gages at USACE projects. USACE also maintains their own DCP's located in the gage houses to monitor reservoir elevations, etc. USGS will service these secondary DCP's owned by USACE while on routine visits to the tailwater gages. Even though USGS does not maintain the data from these secondary locations, this is done to save the government money by not duplicating efforts for each agency.

In these cases, assign the collection code **MISC-SERVICE**. You may optionally provide an explanation in the Remarks field.

#### 5. How should I enter \$0 sites?

There are cases where the USGS does some minimal checking of Corps-operated streamgages but does not charge anything. These arrangements should not be entered into SiFTA.

The process we have arranged through SiFTA and the USACE *GAGES* system is only for funding arrangements – the USACE will not accept \$0 entries in *GAGES*.



## Appendix E: USACE Agreement Checklist

These are the things we review before submitting the request to USACE. Some elements are required by USACE; others represent internal requirements and best practices. The page number lists where in this guidance document that element is covered.

Use this checklist to make sure the USACE agreement is complete before signing your report.

The agreement must pass all of the USACE checks before it can be submitted to

Check	Req'd	Pg #	Summary	Description
<input type="checkbox"/>	USACE	3	Agreement Number	Agreement number is entered correctly. This will happen automatically if you only update the year when copying the agreement
<input type="checkbox"/>	USACE	-	USGS Contacts	USGS Contact is entered.
<input type="checkbox"/>	USACE	3	USACE Contacts	Customer billing contact and Technical contact are both entered.
<input type="checkbox"/>	USGS*	15	USACE Contacts match	For USACE agreements, the customer billing and technical contacts should be the same.
<input type="checkbox"/>	USACE	16	USACE Email	Customer contacts should include a valid email.
<input type="checkbox"/>	USACE	6	Totals match	Planned total and site funding total amounts must match.
<input type="checkbox"/>	USGS	8	Accounts	Account funding matches the planned total and site funding totals.
<input type="checkbox"/>	USACE	5,14	Codes	Codes must be from the subset of codes used for USACE agreements
<input type="checkbox"/>	USACE	3,24	Funding	Customer funding is not zero and entered in whole numbers.
<input type="checkbox"/>	USACE	5	NWIS Site Test	Gages have valid NWIS site IDs. NEW-### sites do not include any additional text and have filled in remarks.
<input type="checkbox"/>	USGS	21	Units	Units are entered and are greater than 0.01. Site units total to 1.0.
<input type="checkbox"/>	USGS	21	Difficulty Factor	Difficulty factor is entered and is greater than 0.01.
<input type="checkbox"/>	USACE	3	Other Funds	No funding is entered as Other funds.
<input type="checkbox"/>	USACE	9	Signature	Agreement is signed with a current date

\* It is highly recommended that both billing and technical contacts be the same, but it is not a requirement.